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SSA / DDS
SSA 65-1152

29 JUN 1965

MEMORANDUM FOR: Director of Logistics
THRU : SSA/DDS
SUBJECT : Annual Inventory List - Type III Property
REFERENCE : [REDACTED]

25X1A

1. Reference indicates that Headquarters will prepare an Inventory List on an annual basis and ship to the field activity which will conduct an immediate inventory, reconcile, sign and return the Inventory List to Headquarters.

2. As expressed in a meeting with SSA/DDS on 18 June 1965, Africa Division is concerned whether the format of the Inventory List will aid the field activity as a managerial tool or whether it will apply only to Headquarters. Africa Division would anticipate as a minimum that the format as received in the field would contain:

- A. Stock number
- B. Verification of station or activity charged
- C. Voucher number (one of the following)
 - 1) Shipping voucher number (assigned by Office of Logistics) as appears on Shipping Document (Form 291)
 - 2) Field activity financial document voucher number and month that accounting was made by field

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3) Document control number and station from which property was transferred (field shipment from either type I, type II or type III activity.)

4) Abbreviated nomenclature with serial numbers if applicable.

5) Total number of items by stock number.

3. You will note that pricing is omitted. As financial property reconciliation is made at Headquarters, the field has little reason to be aware of this fact.

[REDACTED]

C/AF/SS

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AF/LOG/AJP/dvc
25 June 1965

Distribution:

- 2 - Addressee
- 1 - AF/BF
- 1 - Headset
- 2 - AF/LOGS

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